

# JOB DESCRIPTION



**Position Title and Age Requirement:** Media Specialist, 18 years old by June 1, 2020

**Job's Time Frame:** June 17-August 21, 2020

**Compensation:** \$150 flat rate for Staff Orientation and Training Week; \$100 per camp session; flat rate of \$800 upon completion of video projects set by the Executive Director and the Program Director; room and board available as part of the compensation

**Reports To:** Executive Director, Program Director

**Key Work Relationships:** Day and Resident Camp Manager, fellow Program Staff (activity, adventure, craft, waterfront)

## Position Summary

The Media Specialist captures and tells the stories at Camp. They take pictures and videos throughout the day for both Resident and Day Camp and manage Camp's online photo platform. They create an end of the week video for each week of Resident Camp, and multiple short promotional videos for marketing. They manage Camp's social media posts during the summer. They must have creative ideas and be able to execute them.

## Key Job Functions

- Take group photos of each Resident and Day Camp cabin/group every week
- Take staff pictures at the beginning of the summer
- Take pictures and videos during various regular and special camp activities
- Create and present the Resident Camp video on Fridays, and make it available online for families
- Record footage for camp promo videos
- Create camp promo videos as requested by Program Director and Executive Director
- Organize and keep all the photos and video footage on Camp's Media Computer
- Manage Camp Men-O-Lan's social media pages during the summer
- Provide photos for weekly newsletters for both Resident and Day Camp
- Follow privacy and confidentiality policies
- Keep media station clean and orderly every day and handle camp equipment with care
- Participate in special events as needed
- Learn and follow emergency protocol as needed
- Attend morning staff meetings and devotions
- Be in constant communication with the Camp Managers regarding daily schedules

## Experience and Qualities

- Must have extensive experience in photography and making videos
- Computer, video editing, graphic and photo editing experience required. Adobe Creative Cloud experience is preferred
- Committed follower of Jesus Christ with sufficient knowledge of the Bible
- Demonstrates marketing skills, especially on social media platforms
- Creative and innovative
- Organized and timely
- Responsible and reliable, demonstrates high level of integrity
- Independent, takes initiative, and flexible
- Endurance and perseverance

## Working Conditions and Physical Requirements

- Must be able to maintain leadership and emotional stability while completing tasks, sometimes with little sleep and under stress
- Ability to stay energized from early morning till evening maintaining a positive attitude
- Must be able to stand for extended periods of time, and be comfortable working outdoors

*The above statements are intended to describe the general nature, types of work performed, and qualifications required of staff members assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements. All indicated qualifications, duties and requirements are essential job functions for purposes of the Americans with Disabilities Act (ADA).*